

CLASS TITLE:

**CHIEF, OFFICE OF
SYSTEMS PLANNING**

Class Code: 02706900

Pay Grade: 38A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, organize, and direct the work of the Office of Systems Planning, Division of Planning; to coordinate these activities with those of interested departments and agencies; to serve as Secretary of the Permanent Advisory Committee to the State Planning Council established by Section 42-11-10(e)(5) of the General Laws; and to do related work as required.

SUPERVISION RECEIVED: Works under the direction of the Associate Director of Administration for Planning with wide latitude for the exercise of independent judgement within the procedures established in the department and the policies and plans adopted by the State Planning Council.

SUPERVISION EXERCISED: Plans, coordinates, supervises, reviews the work of the sections that comprise the Office of Systems Planning (the Economic Development, Human Services, Natural Resources, and Transportation Sections); oversees the work of supporting technical and clerical staff as required; coordinates the activities of the Office of Systems Planning with other units of the Division of Planning and with other agencies as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, organize, and direct the work of staff sections in conducting systems planning studies.

To prepare systems plans or plan amendments that address a single topic or group of related topics within each of these areas, utilizing the planning process described by Section 42-11-10 of the General Laws and a time horizon of from one to twenty years as determined by the subject matter. (These plans are normally adopted as elements of the State Guide Plan, following the requirements of the Administrative Procedures Act).

To maintain the State Guide Plan Overview on a continuing basis, insuring that each plan element or amendment is summarized and incorporated into the overview following the requirements of the Administrative Procedures Act.

To identify, analyze, and advise the Associate Director of Administration for Planning of topics for which systems plans are required in order to address a matter of concern to the state or to comply with a federal requirement.

To continuously review all elements of the State Guide Plan in the context of changing conditions and needs and to advise the Associate Director of Administration for Planning of plan elements that must be modified or extended.

To prepare an annual work program and estimate of costs within guidance provided by the Associate Director of Administration for Planning and, when approved, to execute the work program within the staff, time, and other constraints stated therein.

To make oral and written reports on the work of the Office of Systems Planning to the Associate Director of Administration for Planning, the State Planning Council, and other individuals and groups as required, using text, statistical, graphic and other appropriate methods.

To serve on committees and task forces representing the Division of Planning and the Associate Director.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, methods, techniques, and practices of systems planning and ancillary research at the state level; the ability to apply this knowledge to management of systems planning operations in economic development, human management of systems planning operations in economic development, human services, natural resources and environmental protection, and transportation; the ability to oversee work in progress and on completion to insure that professional standards and statutory, regulatory and technical requirements are met; the ability to present completed work in an understandable manner to diverse audiences; the ability to plan and organize work, utilize staff and other resources efficiently and effectively, coordinate operations, with interested parties, and achieve the intended results within time and budgetary limitations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a university with a Master's Degree in Planning, Public or Business Administration, a Physical or Social Science, a design profession, or a degree in law; and

Experience: Such as may have been gained through: employment with supervisory and management responsibilities in planning or governmental administration, or project or program design and operation.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: April 26, 1987

Editorial Review: 3-15-2003